

Emergency Evacuation Fire Safety and Closure Policy

Little Lanes Out of School Club

Version: October 2026 | Applies to all staff and volunteers

Our commitment

Little Lanes will take reasonable steps to prevent fire and ensure children, staff and visitors can reach safety promptly in an emergency. This policy covers breakfast and after-school sessions, including times when school staff are not present. Staff must know their duties before supervising children.

The site arrangements listed on the final page must be confirmed with the school before this revised policy is signed off. Unconfirmed locations or signals must not be treated as approved procedures.

Evacuation leadership and staff roles

Megan Garratt or Clare Greenham leads the evacuation. Kelise Sparrow provides cover when neither is present, once briefed and competent in the procedure. The lead and cover must be identified before each session. If none is available, management must arrange a suitable briefed session leader before the session starts.

The session leader allocates staff to escort and supervise children, support individual evacuation needs, take the live register and emergency contacts, take immediately accessible emergency medicines, and call 999. Duties must be achievable with the staff present and must not leave children unsupervised.

Megan or Clare contacts parents once emergency actions are under way. If neither is available, the session leader nominates another staff member. Staff must not wait for a manager's permission to raise the alarm, evacuate or call 999.

Our locations and records

- Assembly point: the Astro. If this is unsafe, move the group away from danger under the evacuation lead's direction and emergency-service advice. The planned alternative assembly point remains to be confirmed.
- Escape routes: the canteen fire exit, or the entrance route through the door leading directly onto the playground. Use the nearest safe available route; never pass through smoke or fire.
- The live paper register is on the front table in the canteen and is updated as children arrive and leave. Register files saved on the laptop do not replace this live record.
- Emergency contacts are in the folder in the Little Lanes cabinet at the front of the canteen. Collect records only if safe and without delaying evacuation.

Phones and emergency contact access

Megan Garratt may carry her personal phone for work throughout the session. Routine use must take place in a child-free area without compromising supervision. During an emergency, the phone may be used where necessary to contact emergency services or parents and access emergency contact information, including when children are present. Children must remain supervised.

The phone must be passcode protected and confidential information kept secure. Check that emergency contact details can be accessed outside the building before relying on this as a backup. The paper register remains the live attendance record. The session leader must ensure a means of calling for help is available when Megan is absent. Nobody must re-enter to retrieve a phone or records.

Fire prevention and checks

Before each session, the session leader ensures escape routes are clear, exits can be opened easily from inside, access to the Astro is available and no equipment or storage obstructs fire-safety equipment. Fire doors must not be wedged open; approved automatic hold-open arrangements must operate as designed.

- Keep combustible materials away from heat sources and keep storage areas tidy. Follow the Club's no-smoking arrangements.
- Use electrical and food-preparation equipment safely. Do not overload sockets or use damaged plugs, cables or appliances. Isolate unsafe equipment and report defects.
- Switch off equipment after use where appropriate and safe, following manufacturer and school instructions. Do not disconnect fridges, alarms or equipment intended to remain powered.
- Report blocked exits, alarm faults and other hazards to the school and management promptly. Do not use an affected area unless safe arrangements are in place.

Working with the school

Little Lanes and the school will coordinate fire-safety arrangements and share relevant risk information. Management will obtain and review the current fire risk assessment and evacuation instructions for the areas and hours used by the Club, including outdoor areas, toilets and any additional rooms.

Written arrangements must identify responsibility for alarm, emergency-lighting and fire-equipment testing and maintenance, reporting faults, access during Club hours, raising the alarm and contacting emergency services. Little Lanes will check that its staffing, activities and children's needs are covered and address any gaps.

Douchan and Ingrid are the school contacts for maintenance and faults. Management will confirm their respective responsibilities and how to reach them during Club hours. Report faults promptly to them and Little Lanes management; unresolved safety concerns must be addressed before the affected area is used.

Staff must be shown the alarm call points, recognise the actual alarm and know the agreed procedure. Do not assume that an alarm automatically summons the fire service. A handbell is not an approved replacement for the building's fire alarm.

Children and adults needing additional support

Agree an individual evacuation arrangement, including a Personal Emergency Evacuation Plan (PEEP) where needed, for anyone who may need assistance. Consider mobility, medical, communication, sensory and other needs. Identify a supporting adult and backup, and practise the arrangement.

For noise-sensitive children, explain the route calmly beforehand, use visual prompts if helpful and give advance notice of planned drills where appropriate. A familiar adult should give short, calm instructions and guide the child to safety. Ear defenders may be used if helpful and immediately available, while ensuring the child can receive staff instructions.

Never delay evacuation to find ear defenders or wait for the alarm to stop. If a child may freeze, hide or struggle to leave, record the agreed assistance in their plan. At the assembly point, offer reassurance in a quieter safe position within the supervised group.

If a fire is discovered or the alarm sounds

1 Raise the alarm and call for help

Raise the alarm immediately by operating the nearest safe fire alarm call point, following its instructions and the school's procedure. Evacuate on hearing the fire alarm. A nominated adult calls 999 from a safe location for a fire or suspected fire, giving the school address, Club location, safe access route and any known missing people. Staff do not wait to investigate whether an alarm is genuine.

2 Escort everyone to safety

Stop activities and escort children calmly to the Astro using the nearest safe exit. Leave personal belongings. Staff supervising children outside keep them outside and move to the safe assembly point without passing through the building. Support anyone with an individual evacuation plan.

Allocated staff check occupied areas, including toilets, only while leaving and only where safe, without delaying escape or compromising supervision. Do not enter smoke or return to search. Close doors behind you where safe; do not detour to close windows.

3 Take essential records and medicines only if safe

Nominated staff take the live paper register, emergency contacts folder, a phone and immediately accessible emergency medicines if this does not delay evacuation. Do not return for a laptop, records or medicines. Tell emergency services promptly if essential medication has been left behind and medical assistance is needed.

4 Account for everyone

At the assembly point, check each child by name against the live register and account for staff, visitors and anyone arriving or collecting when the alarm sounded. Head counts support but do not replace individual checks. Keep the group supervised and clear of emergency-vehicle access.

If anyone is unaccounted for, inform firefighters immediately, giving their name, description, last known location and relevant needs. Staff must not re-enter to search. If the paper register is unavailable, staff must pool their knowledge of arrivals, departures and the children in their care to establish who is present and tell emergency services about any uncertainty without delay.

5 Remain outside and follow instructions

Provide first aid where needed and follow emergency-service instructions. Staff must prioritise evacuation. Only trained staff may consider using firefighting equipment, and only where safe, with a clear escape route and without delaying evacuation or leaving children unsupervised.

No one may re-enter until the fire service has authorised it when attending, or the competent person identified in the agreed school procedure has confirmed it is safe. An alarm stopping is not permission to return.

6 Inform parents and record collection

Megan or Clare, or the nominated cover, contacts parents after immediate safety actions. Tell them where and how to collect without obstructing emergency access. Release children only to authorised adults and record the time and collector. Maintain supervision until every child has been safely handed over.

Practice evacuations and staff training

Little Lanes will practise evacuation at least once each term during breakfast club and once each term during after-school club, or more often where the fire risk assessment requires it. Vary days and times to include different children, staff and busier attendance. A quieter first rehearsal, such as 4:30 pm, may help introduce the routine but must not be the only situation tested.

Coordinate drills with the school, including any alarm monitoring and other building users. The school must agree the drill signal. A handbell may be used only as an agreed practice signal; it does not test recognition or audibility of the actual building alarm. Do not make a real 999 call as part of a drill.

Brief children calmly, practise the safe routes and individual support arrangements, take the register and account for everyone. Do not obstruct real exits to simulate a blocked route. Staff induction and refreshers cover the actual alarm, exits, roles, contact arrangements and procedures when school staff are absent.

Record each drill's date, time, session, participants, route, evacuation and accounting times, any difficulties, corrective actions, responsible person and completion date. Review the results with staff and repeat practice where needed. Safe, complete evacuation matters more than achieving a particular speed.

Other emergencies and closure

Little Lanes will make reasonable efforts to remain open but may close where safe care cannot be provided. Examples include severe weather, loss of essential utilities, fire, flooding, serious incidents, unsafe premises or insufficient suitable staff. The manager or session leader takes immediate protective action and consults the school and emergency services as appropriate.

Not every emergency requires evacuation. An external threat may require sheltering indoors or lockdown. Follow the relevant risk assessment, agreed school arrangements and emergency-service advice. Bomb threats or suspicious items require police advice; do not automatically use the normal assembly point if it may be unsafe.

If the Club cannot reopen safely, Megan or Clare arranges parent notification and collection, with cover nominated if necessary. Keep children supervised in a safe location agreed with the school or emergency services. If parents cannot be reached, use emergency contacts and follow the Uncollected Child procedure. Never leave children unattended.

Management must confirm that premises, staffing and services are safe before restarting childcare. Moving children temporarily to safety is distinct from operating childcare at alternative premises. Before providing childcare from another location, confirm any Ofsted registration or approval requirements, insurance and suitability checks.

Incident records and notifications

Record real evacuations, closures, injuries, missing-person concerns, contacts and decisions in the appropriate incident records. Review causes, update risk assessments and brief staff on changes. Follow safeguarding procedures where relevant.

Notify Ofsted of reportable significant incidents affecting premises, safety or childcare, including relevant fire or flooding events, as soon as possible and within 14 days using its online serious-incident service. A short closure with no significant effect on childcare is not automatically reportable.

Site arrangements to confirm before approval

Megan or Clare will complete this record with the school and brief all staff. The teachers' car park is a suggested alternative only; it has not been confirmed as a safe assembly point. The school's risk assessment and alarm instructions have not yet been supplied to Little Lanes.

Current fire risk assessment / evacuation instructions received and reviewed — date and reference

Alarm procedure, call-point locations, monitoring arrangements and who calls 999

Alternative assembly point and safe route, including vehicle and emergency-access checks

Douchan / Ingrid responsibilities and contact details during Club hours confirmed

Drill arrangements agreed with facilities manager and breakfast / after-school dates

Emergency contact access on Megan's phone checked outside; phone arrangements when absent

Safe waiting / collection location if unable to return, and any linked lockdown arrangements

School contact / role: _____ Confirmed on: _____

Staff briefed by / date: _____

Approval and review

Approved by: Megan Garratt Date adopted: Oct 26

Signature: MG Next review: Oct 27

Review within 12 months of adoption and sooner after an incident, significant change or revised school arrangements. Display clear fire-action instructions and make this policy available to staff and parents.

References and related procedures

Current EYFS group and school-based framework; Regulatory Reform (Fire Safety) Order 2005; GOV.UK fire safety guidance and Fire safety risk assessment: educational premises; Ofsted serious-incident and emergency-planning guidance. Read alongside Safeguarding, Missing Children, Uncollected Children, Medication and Medical Emergencies, and agreed school emergency procedures.